

DODGE COUNTY EXECUTIVE COMMITTEE

OCTOBER 5, 2020 8:00 A.M.

FIRST FLOOR – ROOMS H & I AUDITORIUM

DODGE COUNTY ADMINISTRATION BUILDING, JUNEAU, WI 53039

The meeting was called to order at 8:00 a.m. by Dodge County Executive Committee Chairman, Russell Kottke.

Members present: Frohling, Hilbert, Kottke, Marsik, Schaefer, J. Schmitt (arrived at 8:32 a.m.), and Sheahan-Malloy.

Member(s) absent: None.

Others present: Dodge County Administrator Jim Mielke; Deputy County Clerk Christine M. Kjornes; Corporation Counsel Kimberly Nass; Dodge County Clerk Karen Gibson (by phone); Emergency Management Deputy Director Joe Meagher; Clearview Executive Director Ed Somers (by phone); Information Technology Director Justin Reynolds; Planning and Economic Development Administrator Nate Olson; Land Resources and Parks Director Bill Ehlenbeck; Dodge County Chief Deputy Sheriff Scott Mittelstadt; ThriveED Executive Director Vicki Pratt; ThriveED Managing Director of Business Development Deb Reinbold; County Board Supervisor Jeffrey Caine; County Board Supervisor Timothy Kemmel; Several Members of the Public; WBEV Reporter Kevin Haugen; and Daily Citizen Reporter Ken Thomas.

There were no Non-Committee Member County Board Supervisors requesting payment for attending the meeting.

Citizen Members present voiced their concerns with the Public Health Ordinance, the mask mandate, and the Wisconsin Counties Association (WCA) Guidance.

Motion by Marsik seconded by Schaefer to approve the September 14, 2020, and the September 22, 2020 minutes, as presented. Motion carried.

There was no discussion on Resolutions from other Counties.

ThriveED Executive Director Vicki Pratt, and ThriveED Managing Director of Business Development Deb Reinbold appeared before the Committee to provide an update on the ThriveED Dodge County Activity. Ms. Reinbold reported that a memo was provided to the Committee members regarding her activities in Dodge County between June 1, 2020 and September 25, 2020. Ms. Pratt commented that a goal of ThriveED is to be active with businesses, and partner with communities to prepare them for business opportunities. Ms. Pratt further reported that ThriveED will soon begin pre-campaign work for the years 2022-2026.

Dodge County Clerk Karen Gibson reviewed the document entitled *Proposed agenda items for October 20, 2020 CB Meeting*, that was included in the packet materials.

Planning and Economic Development Administrator Nate Olson provided an oral report to the Committee regarding the close out of the Community Development Block Grant (CDBG) Funding. Mr. Olson reported that a memo from MSA Professional Services Community Development Specialist Art Bahr was included in the packet materials. Mr. Olson updated the Committee on the total cash on hand and accounts receivable amounts, and highlighted the closeout options. Mr. Olson commented that a decision on which option to go with needs to be made soon. It was Committee consensus to have Corporation Counsel Kimberly Nass draft two (2) Resolutions with one having the option to

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remit the cash on hand to the Department of Administration (DOA), and the other Resolution with the option of Dodge County remitting the cash on hand and the account receivable amounts to the DOA. The draft Resolutions will be reviewed by the Executive Committee at the next meeting.

County Administrator Jim Mielke provided an oral report to the Committee regarding the Routes to Recovery Program. Mr. Mielke reported the combined total for the first and second applications is \$156,323, and the third application will be submitted by October 9, 2020 in an estimated amount of \$148,000. Mr. Mielke commented that expenses must be incurred and paid by November 6, 2020.

Emergency Management Deputy Director Joe Meagher provided an oral report to the Committee regarding Emergency Management activities. Mr. Meagher reported that Emergency Management is currently in the process of closing out fiscal year 2020 Plan of Work that follows the Federal fiscal year. Mr. Meagher further reported that Emergency Management is working with the Dodge County Public Health on setting up reoccurring COVID-19 testing sites. Corporation Counsel Kimberly Nass reported the status of contracts completed by the Corporation Counsel office.

Ms. Nass provided an oral report to the Committee regarding the Wisconsin Counties Association *Guidance in Implementing Regulations Surrounding Communicable Diseases*. Ms. Nass reported that the next step is for the Executive Committee and the Human Services and Health Board to review the WCA guidance document, and determine if an ordinance should be presented to the County Board for action. Dodge County Chief Deputy Sheriff Scott Mittelstadt commented that local law enforcement would appreciate input on the potential ordinance. Corporation Counsel will prepare a new draft ordinance to be reviewed by the Executive Committee at their next meeting, and by the Human Services and Health Board at their next meeting.

Chairman Kottke provided an oral report to the Committee regarding County Board Size Study Committee. Chairman Kottke reported that the County Board Size Study Committee will be meeting on October 8, 2020, at 10:00 a.m., and the members on this Committee are Supervisors Dave Guckenberger, Supervisor Karen Kuehl, Supervisor Donna Maly, Supervisor Joe Marsik, and Supervisor Tom Nickel.

Information Technology Director Justin Reynolds provided an oral report to the Committee regarding developing a scope for recording or broadcasting the County Board meetings. Mr. Reynolds provided the following documents to the Committee prior to the start of the meeting: A memo summarizing board recording statistics of Wisconsin Counties with a population of over 40,000, board recording statistics of the Top-10 NACo Counties, and Dodge County municipalities. Mr. Reynolds provided an overview of potential solutions. Mr. Reynolds commented that the Information Technology Committee will review the information at their October 6, 2020 Committee meeting.

Ms. Nass provided an oral report to the Committee regarding an Ordinance Amendment to Section 2.01 of County Board Rule 14. Ms. Nass reported that County Board Rule was modified to include the word “standing” in regards to a committee, as requested at the September 14, 2020 Executive Committee meeting. Motion by J. Schmitt, seconded by Frohling to forward the Ordinance Amendment to the County Board for consideration at the October 20, 2020 meeting. Motion carried.

DODGE COUNTY EXECUTIVE COMMITTEE

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FIRST FLOOR – ROOMS H & I AUDITORIUM

DODGE COUNTY ADMINISTRATION BUILDING, JUNEAU, WI 53039

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Ms. Nass provided an oral report to the Committee regarding a potential amendment to County Board Rule 4, Order of Business. Ms. Nass commented that County Board Rule 4 would need to be amended if public comment is allowed at County Board meetings. Ms. Nass reported that her office researched adjacent counties to find out if they allow public comment at County Board meetings. Ms. Nass further reported that of the counties surveyed, half allowed for public comment at County Board meetings, and half do not allow public comment at County Board meetings. Ms. Nass further reported that most counties allow public comments at committee meetings, some counties have restrictions on public comment, and some counties require members of the public to register to speak. Ms. Nass commented that public comment should pertain to items on the agenda. The potential amendment to County Board Rule 4, Order of Business will be an agenda item on the next Executive Committee meeting.

Chairman Kottke reported that a draft Request for Proposals (RFP) for County Board Strategic Planning was included in the packet materials. Ms. Nass asked for Committee feedback on how to proceed with the RFP. The Committee continued with a discussion on the RFP for County Board Strategic Planning. Ms. Nass will continue to collect comments from Supervisors regarding their thoughts on the RFP for County Board Strategic Planning.

There was no discussion on the status of the Dodge County Declaration of Local State Emergency.

There was no oral Committee members Reports on Wisconsin Counties Association meetings.

Meeting adjourned at 10:48 a.m. by the order of the Chairman.

The next regular meeting is scheduled for **Thursday, October 29, 2020, at 4:00 p.m.**, Rooms H & I, located on the first floor of the Administration Building.

Daniel Hilbert, Secretary

Disclaimer: The above minutes may be approved, amended or corrected at the next committee meeting.

OCT 20 2020

DOUGLAS COUNTY, WIS.

070-082020

RESOLUTION: Support Pending Legislation to Amend Hearing Timelines for Juveniles Taken into Custody (Chapter 938, Wis. Stats.) to Coincide with Hearing Timelines for Children in Need of Protection or Services (CHIPS) Taken into Custody (Chapter 48, Wis. Stats.) so that a Day in Which the Clerk of Circuit Court's Office is Closed Does Not Count Toward the Computation of the Chapter 938 Detention Hearing Timeline

TO THE WINNEBAGO COUNTY BOARD OF SUPERVISORS:

WHEREAS, in Children in Need of Protection or Services (CHIPS) proceedings pursuant to Chapter 48, Wis. Stats. (The Children's Code), when a child is taken into custody and not immediately released to a parent, guardian, or legal custodian, the judge or circuit court commissioner in the county where the child is being held must hold a detention hearing within 48 hours of the time in which the decision to hold the child was made (excluding Saturdays, Sundays, and legal holidays); and

WHEREAS, in similar actions involving Juvenile Justice proceedings pursuant to Chapter 938, Wis. Stats. (The Juvenile Justice Code), when a juvenile is taken into custody and held by a county, the circuit court must hold a detention hearing within 24 hours after the end of the day on which the decision to hold the juvenile was made (excluding Saturdays, Sundays, and legal holidays); and

WHEREAS, as a result of the discrepancy in the timelines between the Chapter 48 and Chapter 938 proceedings, in Chapter 938 cases county circuit court judges, commissioners, juvenile intake workers, and other courthouse staff need to be prepared to conduct hearings in circumstances in which the county courthouse may otherwise be closed, such as the Friday after Thanksgiving, extreme weather days, etc. Failing to meet the statutory deadlines places the county at risk of losing jurisdiction over the pending matter. Additionally, concerns may arise regarding transportation of juveniles and children on non-work days in order to accommodate hearings.

NOW, THEREFORE, BE IT RESOLVED by the Winnebago County Board of Supervisors that it hereby supports legislation that would align the statutes that compute the detention hearing timelines for Children in Need of Protection or Services (CHIPS) proceedings under Chapter 48 and juvenile delinquency proceedings under Chapter 938 by specifying that a day in which the Clerk of Circuit Courts Office is closed does not count toward the computation of the detention hearing timeline under Chapter 938. This will ensure county governments are in a better position to save limited resources and protect the safety of their employees and the public.

BE IT FURTHER RESOLVED by the Winnebago County Board of Supervisors that it hereby directs the Winnebago County Clerk to forward a copy of this Resolution to all Wisconsin Counties, the Wisconsin Counties Association, and all state senators and assembly members representing Winnebago County constituents.

Respectfully submitted by:

LEGISLATIVE COMMITTEE

Committee Vote: 12-0

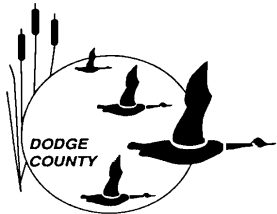
Vote Required for Passage: Three-Fourths of Those Members Present

Approved by the Winnebago County Executive this ____ day of _____, 2020.

Mark L Harris
Winnebago County Executive

Proposed agenda items for November 10, 2020 CB Meeting

Description	Date of Committee meeting	Committee(s)	Fiscal Note *	Status
Budget	10/29/20	Finance		draft
Terminate the Revolving Loan Program	10/29/20	Executive	Yes	draft
County Clerk Budget Amendment	10/29/20	Finance	Yes	Final
Abolish Sheriff's Office positions	11/6/20	JPP	Yes	Final
Amend T-Portland (2) Zoning Ordinance	10/19/20	Supervisor Berres & LR&P	No	Final
Postponed from October meeting - 2021 Financial Plan		Finance		
Tietz Claim	10/29/20	Executive	No	Final
*The Resolutions with a Fiscal Note must go to the Finance Committee which meets on October 29, 2020				



Dodge County

Land Resources & Parks Department

127 East Oak Street · Juneau, WI 53039-1329
PHONE: (920) 386-3700 · FAX: (920) 386-3979
EMAIL: landresources@co.dodge.wi.us

MEMORANDUM

TO: Executive Committee

FROM: Bill Ehlenbeck, Director of Land Resources and Parks Department
Nate Olson, Planning and Economic Development Administrator

DATE: October 22, 2020

RE: Revolving Loan Fund Program Close-Out

Greetings,

As presented previously, Dodge County is required to close out the Community Development Block Grant (CDBG) – Revolving Loan Fund Program (RLF) by the end of January 2021. We have been reviewing the options and working through the different issues associated with close out of the program. The defaulted Mayville Hotel loan issues and Dodge County's responsibility associated with it, have forced delays to this point. It was anticipated we would be able to write the loan off and get it off the RLF Program books, but we were not allowed to. On the positive side, this delay has allowed Dodge County to significantly increase the cash on hand balance over the past few months and put the County in a better position for Close Out. *Note the amounts listed are approximate and continue to adjust as payments continue to be received.*

Current (10/15/20) financial status of the RLF account is:

Cash on Hand (balance in bank acct)	=	\$953,685.57
<u>Accounts Receivables (principal loan balances)</u>	=	<u>\$645,183.94</u>
Total	=	\$1,598,869.51

The Accounts Receivables is made up of:

BD Cold Storage balance (11/1/20): \$140,568.86 (end 2026 – ahead of schedule in good standing @ 3.5% interest)

RCI Engineering balance (10/22/20): \$216,367.06 (end 2027 – on schedule in good standing @ 3.25% interest)

Mayville Hotel balance is \$288,248.02 (bad loan – unlikely to recover any further loan payments)

As previously presented and discussed, we have **two primary options** (Buy Out loans or No Buy Out) to consider under the CDBG-Close program. **Both options require turning back the Cash on Hand balance to the State.** This amount can then be granted back to Dodge County for use on eligible projects. The Henry Dodge Office Bldg (HDOB) Elevators project (\$600,000 estimate) has been identified as the only eligible County project identified in the Capital Improvement Plan. Funds granted back to the County in excess of the Elevators project (or other eligible County project) can be provided to other communities for eligible projects. Eligible projects in Hustisford, Juneau, Lomira and Horicon have been identified.

Both primary options provide Dodge County a unique opportunity to fund a county eligible project (HDOB Elevators) and assist with one or more eligible local community projects. The description, along with benefits and negatives of each option, as we see them, are summarized below:

Option 1: Buy Out of outstanding loans (\$645,183.94): Dodge County buys out the outstanding loans and remits the amount to the State (in addition to the Cash on Hand). The County then administers the loans and keeps the loan payments to use as directed by County Board (replenish County General Fund or other).

Benefits:

- Grant funds of **\$1,598,869.51** returned to Dodge County to fund the HDOB elevators project (or other eligible project) **and** assist two communities on planned CDBG eligible projects (road projects in an eligible community that meet CDBG criteria).
 - *Effectively the County can carryout \$600,000 elevators project at a cost of \$288,248 (amount of bad loan - unlikely to be recovered) plus any losses that could come from remaining loans if they defaulted.*
- Remaining loan payments stay with the County to be used as County Board determines (expected to replenish General Fund) – CDBG requirements no longer apply.

Negatives:

- Higher risk option: County funds (General Fund) needed to pay the Account Receivables portion (Loan Buyout - \$645,183.94) without guarantee of recovery (\$288,248 – Mayville Hotel portion unlikely to be recovered). A reserve for bad debts was created in 2019 for the Mayville Hotel loan. There is no reason to believe the other active loans won't be paid back completely with interest.
 - *Financial agreements/payments to the County from communities receiving grant funds for identified projects could be sought to help offset the Mayville Hotel loan loss.*

Option 2: No Buy Out of outstanding loans. Only Cash on Hand (\$953,685.57) is remitted to the State. County continues to administer the loans under Federal CDBG requirements and sends all loan payments to the State until loans are closed.

Benefits:

- Lower risk option: no county funds are being utilized. Any loan defaults are not a County liability (*County would still need to follow due diligence in trying to collect any defaulted loan*).
- Can fund the HDOB elevator projects and assist with one community project without use of County funds.

Negatives:

- Not maximizing the full potential and community development opportunities of the CDBG-Close program - losing out on bringing an additional \$645,183.94 back to the County for infrastructure projects.
- Continued administration of loans (Accounts Receivables) under CDBG requirements and cannot keep any funds for administration.

Recognizing the benefits /negatives of each option to Dodge County and its communities, Dodge County staff concurs with our consultant (MSA Professional Services) in recommending option 1 (Buy Out). This recommendation is based on the benefit of getting a planned county project funded and assisting two communities with planned road projects while keeping as many dollars in Dodge County as possible. Also, the potential ability to get communities to contribute financially to Dodge County to obtain the additional funds could help mitigate or lessen the County's liabilities.

Staff has been diligent in administration of the Dodge County RLF Program and overall the program has been a success for Dodge County over the nearly 3 decades of existence. Over the past two years, staff has worked closely with the Department of Administration on the defaulted loan issue, in light of the CDBG-Close program deadline. Despite the tough decision and associated risks, we support the ability to contribute financially to communities that are trying to improve their infrastructure for businesses and residents alike and keep significant dollars in Dodge County.

We understand this is a complicated issue, thus tried to simplify in this memo. Please reach out to us if you have any questions or concerns that we can address prior to the meeting. We are under a tight timeline if we want to take advantage of grant funds returning to the County.

RESOLUTION NO. _____

Resolution Terminating the Dodge County Revolving Loan Program and Authorizing Closeout and Grant Activities

TO THE HONORABLE BOARD OF SUPERVISORS OF DODGE COUNTY, WISCONSIN,

WHEREAS, Dodge County established a Revolving Loan (“RLF”) Program in 1991; and,

WHEREAS, revolving loan programs may be funded by federal Community Development Block Grants (“CDBG”) administered by the United States Housing and Urban Development Department (“HUD”); and,

WHEREAS, CDBG funds are distributed to the states for subsequent distribution to local governments operating qualifying revolving loan programs; and,

WHEREAS, Dodge County was awarded CDBG grant funding to operate its RLF Program; and,

WHEREAS, in Wisconsin, the Department of Administration – Division of Energy, Housing and Community Resources (“DOA”) administers Wisconsin’s CDBG funds for RLF Programs; and,

WHEREAS, in 2018, for myriad reasons, including concerns expressed and conditions imposed by HUD, the DOA determined that the appropriate course of action was to discontinue Wisconsin’s CDBG RLF Program, liquidate the remaining funding, and to ultimately close all CDBG RLF Programs in Wisconsin; and,

WHEREAS, the DOA developed CDBG-CLOSE procedures designed to provide the necessary regulatory and financial flexibility for communities to address local needs while simultaneously addressing HUD’s concerns and conditions regarding CDBG RLF Programs; and,

WHEREAS, the Department of Administration submitted an action plan to HUD to close out the revolving loan programs, which plan was approved by HUD and provided two options for local program close out as described on Exhibit “A” attached hereto and incorporated herein and generally described as follows:

1. Buy Out/Grant Fund; and,
2. No Buy Out/Grant Fund; and,

WHEREAS, Dodge County’s RLF Program has two (2) active loans and one (1) inactive loan amounting to approximately \$700,000 (accounts receivables) and CDBG funds on hand amounting to approximately \$900,000 for a total of approximately \$1,600,000 of federal CDBG

1 RLF funds; and,
2

3 **WHEREAS**, the Dodge County RLF Program was funded by CDBG awards made on or
4 after January 1, 1992, so the Dodge County RLF Program is subject to the CDBG-CLOSE
5 procedures and must select an option for program closeout, must dissolve the Dodge County RLF
6 program, and complete all documentation required by the DOA; and,
7

8 **WHEREAS**, the Executive Committee has considered the options presented and further
9 considered potentially eligible projects that may be funded by the grant referred to in Exhibit
10 "A", and recommends selecting the Buy Out/Grant Fund option whereby Dodge County would
11 turn over cash on hand in the amount of approximately \$900,000 to the DOA and make a cash
12 payment of approximately \$700,000 which is the approximate amount outstanding for the
13 existing loans (accounts receivables) in exchange for the grant funding for eligible projects equal
14 to \$1,600,000; and,
15

16 **WHEREAS**, under the Buy Out/Grant Fund option, Dodge County must apply for and
17 receive approval from the DOA by February 1, 2021 for CDBG grant eligible projects in an
18 amount not exceeding \$1,600,000, which projects must be completed within twenty-four (24)
19 months from the date the funding award and funds not disbursed within the specified time limit
20 may be recaptured by DOA for reallocation to any other eligible CDBG project; and,
21

22 **WHEREAS**, Dodge County has identified projects that may be CDBG grant eligible as
23 follows:
24

- 25 1. Replacement of two elevators at the Henry Dodge Office Building - Human Services
26 Building at an estimated cost of \$600,000 (included in the 2021-2025 Capital
27 Improvement Plan);
28
- 29 2. Funding not to exceed \$1,000,000 for Dodge County communities that meet CDBG
30 low to moderate income requirements (LMI) for road projects whereby the County
31 will allocate a certain amount of CDBG grant funds to the community for eligible
32 road projects; and,
33

34 **WHEREAS**, under the Buy Out/Grant Fund option, Dodge County will continue to
35 administer its existing loans amounting to approximately \$700,000 until paid in full and the
36 County will retain payments received therefrom;
37

38 **NOW, THEREFORE, BE IT RESOLVED**, by the Dodge County Board Supervisors
39 that the Dodge County Revolving Loan Program is hereby terminated; and,
40

41 **BE IT FURTHER RESOLVED**, by the Dodge County Board of Supervisors that, on
42 the recommendation of the Dodge County Executive Committee, the Buy Out/Grant Fund –
43 Option 1 is hereby selected to close out the Dodge County Revolving Loan Program; and,
44

1 **BE IT FURTHER RESOLVED**, by the Dodge County Board of Supervisors that the
 2 Finance Director is authorized and directed to make payment to DOA in the amount of
 3 \$1,598,869.51 with \$641,975.25 being transferred from the Unassigned General Fund balance
 4 to Division 8253 (Revolving Loan Fund) in the Land Resources & Parks Departmental budget;
 5 and,

6 **BE IT FURTHER RESOLVED**, by the Dodge County Board of Supervisors that the
 7 Dodge County Board Chair and the Dodge County Clerk are authorized to prepare, execute and
 8 file with DOA all documents necessary to effectuate the termination and closeout of the Dodge
 9 County Revolving Loan Program; and,

10
 11 **BE IT FURTHER RESOLVED**, by the Dodge County Board of Supervisors that the
 12 Dodge County Board Chair and Dodge County Clerk are authorized to prepare, execute and
 13 timely submit appropriate applications for grant funds for CDBG grant eligible projects; and,
 14

15 **BE IT FINALLY RESOLVED**, that nothing in this Resolution requires or authorizes
 16 Dodge County to spend or provide any funds beyond those received or will receive from the
 17 applicable CDBG grant funding referred to herein.

All of which is respectfully submitted this 10th day of November, 2020.

Dodge County Executive Committee:

 Russell Kottke

 David Frohling

 Dan Hilbert

 Jeffrey Schmitt

 Kira Sheahan-Malloy

 Thomas Schaefer

 Joseph Marsik

***FISCAL NOTE:** Division 8253 already includes \$1,296,090.03 in Committed Fund Balance that was carried forward from budget year 2019 into 2020. Unfortunately, the Revolving Loan Fund was initially created using full accrual accounting which recognized revenue whether the cash was received or not. As such, the Committed Fund balance was overstated in the past. As result of this revenue that was recognized in error, the General Fund will have to transfer \$641,975.25 to Land Resources & Parks to cover the deficit.*

Finance Committee review date: October 29, 2020. Chair initials: _____.

Vote Required: 2/3 Members Elect

Resolution Summary: Resolution terminating the Dodge County Revolving Loan Program and Authorizing Closeout and Grant activities.

CDBG-CLOSE

Options

Option #1 – Buy Out/Grant Fund

- Dodge County submits cash on hand AND buys out existing loans, send total amount to DOA. (\$900,000 + \$700,000=\$1,600,000)
- Submitted funds will create a grant fund for Dodge County available by application to DOA to fund eligible local projects.
- Dodge County continues servicing existing loans, until paid off and keeps principal and interest from repaid loans.

Option #2 – No Buy Out/Grant Fund

- Dodge County sends Only the Cash On Hand back to DOA. (\$900,000)
- Funds submitted to DOA create a grant fund for Dodge County available by application to DOA to fund eligible local projects.
- Dodge County must continue servicing existing loans, until paid off and sends loan principal and interest from repaid loans to DOA.

Exhibit "A"

RESOLUTION NO. _____

Resolution Terminating the Dodge County Revolving Loan Program and Authorizing Closeout and Grant Activities

TO THE HONORABLE BOARD OF SUPERVISORS OF DODGE COUNTY, WISCONSIN,

WHEREAS, Dodge County established a Revolving Loan (“RLF”) Program in 1991; and,

WHEREAS, revolving loan programs may be funded by federal Community Development Block Grants (“CDBG”) administered by the United States Housing and Urban Development Department (“HUD”); and,

WHEREAS, CDBG funds are distributed to the states for subsequent distribution to local governments operating qualifying revolving loan programs; and,

WHEREAS, Dodge County was awarded CDBG grant funding to operate its RLF Program; and,

WHEREAS, in Wisconsin, the Department of Administration – Division of Energy, Housing and Community Resources (“DOA”) administers Wisconsin’s CDBG funds for RLF Programs; and,

WHEREAS, in 2018, for myriad reasons, including concerns expressed and conditions imposed by HUD, the DOA determined that the appropriate course of action was to discontinue Wisconsin’s CDBG RLF Program, liquidate the remaining funding, and to ultimately close all CDBG RLF Programs in Wisconsin; and,

WHEREAS, the DOA developed CDBG-CLOSE procedures designed to provide the necessary regulatory and financial flexibility for communities to address local needs while simultaneously addressing HUD’s concerns and conditions regarding CDBG RLF Programs; and,

WHEREAS, the Department of Administration submitted an action plan to HUD to close out the revolving loan programs, which plan was approved by HUD and provided two options for local program close out as described on Exhibit “A” attached hereto and incorporated herein and generally described as follows:

1. Buy Out/Grant Fund; and,
2. No Buy Out/Grant Fund; and,

WHEREAS, Dodge County’s RLF Program has two (2) active loans and one (1) inactive loan amounting to approximately \$700,000 (accounts receivables) and CDBG funds on hand amounting to approximately \$900,000 for a total of approximately \$1,600,000 of federal CDBG

1 RLF funds; and,
2

3 **WHEREAS**, the Dodge County RLF Program was funded by CDBG awards made on or
4 after January 1, 1992, so the Dodge County RLF Program is subject to the CDBG-CLOSE
5 procedures and must select an option for program closeout, must dissolve the Dodge County RLF
6 program, and complete all documentation required by the DOA; and,
7

8 **WHEREAS**, the Executive Committee has considered the options presented and further
9 considered potentially eligible projections that may be funded by the grant referred to in Exhibit
10 "A", and recommends selecting Option 2, the No Buy Out/Grant Fund option whereby Dodge
11 County would turn over cash on hand in the amount of approximately \$900,000 to the DOA in
12 exchange for the grant funding for eligible activities equal to \$900,000; and,
13

14 **WHEREAS**, under the No Buy Out/Grant Fund option, Dodge County must apply for
15 and receive approval from the DOA by February 1, 2021 for CDBG grant eligible projects in an
16 amount not exceeding \$900,000, which projects must be completed within twenty-four (24)
17 months from the date the funding award and funds not disbursed within the specified time limit
18 may be recaptured by DOA for reallocation to any other eligible CDBG project; and,
19

20 **WHEREAS**, Dodge County has identified projects that may be CDBG grant application
21 eligible as follows:
22

- 23 1. Replacement of two elevators at the Henry Dodge Office Building - Human Services
24 Building at an estimated cost of \$600,000 (included in the 2021-2025 Capital
25 Improvement Plan);
26
- 27 2. Funding not to exceed \$300,000 for Dodge County communities that meet CDBG
28 low to moderate income requirements (LMI) for road projects whereby the County
29 will allocate a certain amount of CDBG grant funds to the community for eligible
30 road projects; and,
31

32 **WHEREAS**, under the No Buy Out/Grant Fund option, Dodge County will continue to
33 administer its existing loans amounting to approximately \$700,000 until paid in full and will
34 transmit payments (principal and interest) received therefrom to the DOA;
35

36 **NOW, THEREFORE, BE IT RESOLVED**, by the Dodge County Board Supervisors
37 that the Dodge County Revolving Loan Program is hereby terminated; and,
38

39 **BE IT FURTHER RESOLVED**, by the Dodge County Board of Supervisors that, on
40 the recommendation of the Dodge County Executive Committee, the No Buy Out/Grant Fund –
41 Option 2 is hereby selected to close out the Dodge County Revolving Loan Program; and,
42

43 **BE IT FURTHER RESOLVED**, by the Dodge County Board of Supervisors that the
44 Finance Director is authorized and directed to make payment to DOA in the amount of
45 \$953,685.57 with no required transfer from the General Fund; and,

BE IT FURTHER RESOLVED, by the Dodge County Board of Supervisors that the Finance Director is directed to transmit loan payments received from the existing loans to the DOA upon receipt; and,

BE IT FURTHER RESOLVED, by the Dodge County Board of Supervisors that the Dodge County Board Chair and the Dodge County Clerk are authorized to prepare, execute and file with DOA all documents necessary to effectuate the termination and closeout of the Dodge County Revolving Loan Program; and,

BE IT FURTHER RESOLVED, by the Dodge County Board of Supervisors that the Dodge County Board Chair and the Dodge County Clerk are authorized to prepare, execute and timely submit appropriate applications for grant funds for CDBG grant eligible projects; and,

BE IT FINALLY RESOLVED, that nothing in this Resolution requires or authorizes Dodge County to spend or provide any funds beyond those received or will receive from the applicable CDBG grant funding referred to herein.

All of which is respectfully submitted this 10th day of November, 2020.

Dodge County Executive Committee:

Russell Kottke

David Frohling

Dan Hilbert

Jeffrey Schmitt

Kira Sheahan-Malloy

Thomas Schaefer

Joseph Marsik

***FISCAL NOTE:** Division 8253 already includes \$1,296,090.03 in Committed Fund Balance that was carried forward from budget year 2019 into 2020. Unfortunately, the Revolving Loan Fund was initially created using full accrual accounting which recognized revenue whether the cash was received or not. As such, the Committed Fund balance was overstated in the past. With this payout, the Revolving Loan Fund division is anticipated to have a small surplus of \$3,208.69.*

Finance Committee review date: October 29, 2020. Chair initials: _____.

Vote Required: Majority of members present

Resolution Summary: Resolution terminating the Dodge County Revolving Loan Program and Authorizing Closeout and Grant activities.

Kjornes, Christine

EVL001985
Submitted to Origami
10-19-2020 CK

From: webmaster@co.dodge.wi.us
Sent: Tuesday, October 13, 2020 6:51 PM
To: Gibson, Karen; Miller, Shelby; Kjornes, Christine; Mielke, James
Subject: Dodge County, WI: Incident Report

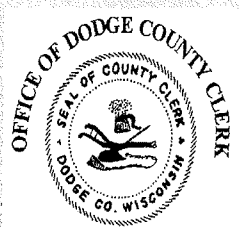
EXTERNAL EMAIL: Verify sender before opening links and attachments.

A new entry to a form/survey has been submitted.

Form Name: Incident Report
Date & Time: 10/13/2020 6:50 PM
Response #: 19
Submitter ID: 6301
IP address: 50.123.208.170
Time to complete: 19 min. , 3 sec.

Survey Details

Page 1



KAREN J. GIBSON
Dodge County Clerk

CHRISTINE KJORNES
Deputy

LOCATION

Administration Building
127 East Oak St.
Juneau, WI 53039
Phone: 920-386-3605 Fax: 920-386-4292

1. DATE

10/13/2020

2. CLAIMANT INFORMATION

First Name	Cary	Middle Initial	J	Last Name	Tietz
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Address	W4676 Greendale St	City	Lebanon	State	Wisconsin
Zip Code	53047	Phone Number	(920) 925- 3382	Email Address	tietz.graphic.design@frontier.com

3. INCIDENT INFORMATION

Date of Incident	10/03/2020	Time of Incident	5:00 pm
Amount of Reimbursement Requested	471.26	Location of Incident	Hwy R North of Lebanon, south of Elmwood Road, west side of road, edge of blacktop
If Applicable Vehicle Make	Ford	Vehicle Model	F150
Vehicle Year	2019	Description of Incident/Loss	Blew tire, cut a hole in side wall and bent the wheel rim. Required a new tire and rim to replace the damaged one as they were unfixable. The rim was purchased on line and the tire was installed at Lake Country Tire. Receipts are attached in 2 page pdf file. Thank You

4. WITNESS INFORMATION

First Name	none	Middle Initial	Not answered	Last Name	Not answered
Address	Not answered	City	Not answered	State	Wisconsin
Zip Code	Not answered	Phone Number	Not answered	Email	Not answered

5. Please upload billing statement or estimate for this report

tire_tietz.pdf

Thank you,
Dodge County, WI

This is an automated message generated by the Vision Content Management System™. Please do not reply directly to this email.

Sold by **tinhog03**

(<https://www.ebay.com/usr/tinhog03>) (

6375

(<https://feedback.ebay.com/ws/eBayISAPI.dll?>

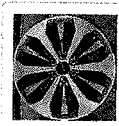
[ViewFeedback&userid=tinhog03](#)))

Order number: 17-05850-04093

RECEIVED
IN THE OFFICE OF
COUNTY CLERK

OCT 16 2020

DODGE COUNTY, WIS



Estimated delivery **Thursday, Oct 15, 2020**

**2015 2016 2017 FORD F150 F 150
FACTORY ORIGINAL OEM 20"
ALLOY WHEEL RIM 10006 C**
(<https://www.ebay.com/itm/313224058099>)

Item price \$190.00

Quantity 1

Item number 313224058099

Shipping service FedEx Ground or FedEx Home Delivery

Shipping address

Cary Tietz
PO Box 57
Lebanon WI 53047-0057
United States

Order total

Subtotal	\$190.00
Shipping	\$55.80
Tax	\$13.90
Total	\$259.70

Order placed on
Tuesday, Oct 6, 2020

Payment method
PayPal

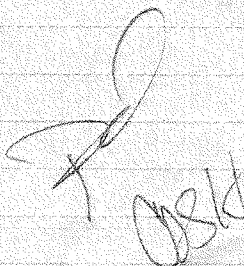
Payment date
Tuesday, Oct 6, 2020

Complete Auto Repair
N49W35451 Wisconsin Ave.
Oconomowoc, WI 53066
(262)567-4267

RECEIVED
IN THE OFFICE OF
COUNTY CLERK

OCT 16 2020

DODGE COUNTY WIS.

CUSTOMER'S ORDER NO.		PHONE		DATE	
NAME					
ADDRESS					
SOLD BY	CASH	C.O.D.	CHARGE	ON ACCT.	PAID OUT
QTY.	DESCRIPTION			PRICE	AMOUNT
1-	275/55R20 Hankook				184.99
1-	Dyna Pro AT2 RF11				12.50
1-	Balance				4.00
					
RECEIVED BY					TOTAL
					201.49
					10.07
					211.56

C PRODUCT 610

All claims and returned goods must be accompanied by this bill.

9127

Thank You

SUPERVISOR'S INVESTIGATION REPORT

RECEIVED
IN THE OFFICE OF
COUNTY CLERK

ACCIDENT/INCIDENT – PROPERTY DAMAGE/LOSS

OCT 19 2020

The unsafe acts of drivers and the unsafe conditions that cause accidents can be corrected only when they are known, wis. specifically. It is your responsibility to find them, name them, and to state the remedy for them in this report.

Department: Dodge County Highway Commission Report Date: 10/19/20

Date of Accident/Incident: 10/3/20 If applicable: Digger's Hotline contacted: ☐ Yes ☐ No

Time of Accident/Incident: 5:00 ☐ a.m. ☒ p.m. Digger's Hotline #: _____

Location of Accident/Incident: Hwy R, south of Elmwood road, west side Estimate Repair Cost \$ 471.26

County Vehicle #/Description: none involved Job No.: 311-312-008

Driver Name: Cary Tietz Close Date: _____

1st Party Name: _____ License Plate # _____

2nd Party Name: _____ License Plate # _____

Sheriff Incident # _____ Police Notified ☐ yes ☐ no

NUMBER OF INJURED PERSONS AND EXTENT OF PROPERTY DAMAGE: **None injured, damage to 2019 Ford F150 wheel and tire.**

DESCRIPTION OF ACCIDENT (state in detail what occurred just before and at the time of the accident): **Per the complaint there was a hole in the edge of pavement which caused the tire and rim to be damaged. I did have a voicemail on the weekend of the 4th about the shoulders being low from the local farmer Hildebrandt. On the 5th I had John Zehren pull up shoulders and also Eric Fortage check the area and put cold patch down where he felt necessary. I have since driven this area and have spotted no defects within the driving lanes anywhere in this general area. To have damage to a vehicle the vehicle would have had to leave the driving lanes and go off into the shoulder area. I am not sure if damage could have occurred there either. I have not seen pictures submitted by the complainant nor any witness to the incident. At this time I would urge the county to deny this claim.**

UNSAFE CONDITIONS/ACT (describe unsafe conditions such as faulty brakes, lights, etc. and/or unsafe action of driver contributing to the accident): **Possible low shoulders on Hwy R**

REMEDY (as a supervisor, what action have you taken or do you propose taking to prevent a repeat accident):

Employee Signature

Date



WISCONSIN MUNICIPAL MUTUAL INSURANCE COMPANY
4781 Hayes Road, Suite 201 | Madison, WI 53704 • www.wmmic.com
Telephone: 608.246.3336 | Toll Free: 866.823.4217 | Facsimile: 608.852.8647

Jim Mielke
127 E. Oak Street
Juneau, Wisconsin 53039

October 20, 2020

RE:	Claimant:	Cary Tietz
	Claim number:	GLDC00001187
	Our Insured:	Dodge County
	Date of Loss:	10/3/2020

Dear Jim Mielke,

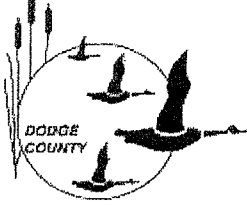
The above referenced claim was filed on 10/16/2020. Following a review of the information and an investigation of the facts, it has been determined that Dodge County has no liability for this claim. Please issue a formal disallowance and provide a copy of this disallowance to WMMIC.

This claim will be closed on the date of receipt of the disallowance.

A copy of this letter has been placed in the claim file for reference. If you should have any further questions, please contact me.

Sincerely,

Brandon Johnson
Claims Representative
Wisconsin Municipal Mutual Insurance Company
(608) 245-6892
bjohnson@wmmic.com



On the recommendation of the Dodge County Corporation Counsel in consultation with Wisconsin Municipal Mutual Insurance Company (WMMIC) we, the Dodge County Executive Committee, recommend the Dodge County Board of Supervisors disallow the claim made by Cary J. Tietz, dated October 13, 2020.

Kimberly A. Nass

Kimberly A. Nass, Dodge County Corporation Counsel

10/23/2020
Date

Dated this 29th day of October, 2020, by the Dodge County Executive Committee:

Russell Kottke, Chair

David Frohling

Dan Hilbert

Joseph Marsik

Jeffrey Schmitt

Thomas Schaefer

Kira Sheahan-Malloy